CETUSA

Trainee/Internship Program Offer

(10227) Film and Digital Media Archiving Internship
- **San Francisco, CA**

Start Date(s): January 2017
Hours: 32-40 / week
Location: San Francisco, CA
Program Duration: 3-6 months
Compensation: UNPAID
Housing: not provided, assisted to find
Position: 1

Host Company Description:

The company is a small, stock footage company with over fifty thousand film prints and twenty thousand digital files. For over 30 years, the company licenses acquires eclectic footage and supplies it for feature films, documentaries, broadcast television and other projects world-wide. The company has licensed its work to a variety of productions and projects. Some of its customers include Disney, DreamWorks, HBO, Oracle, Canal Plus, and Kiss World Tour.

Position Description:

- Assist in day-to-day operations including researching footage requests, film and digital image archiving, film and video logging, off-line time code editing, database entry and other technical and organizational duties. This is <u>not</u> a production position.
- Assist in Digitizing, archiving and making accessible archival materials
- Clean repair and archive 16mm and 35mm film elements
- Learn how to maintain digital databases, log metadata
- Understand principles of time code
- Learn how to work with digital files, off-line editing
- Assist in researching our analog and digital archives

Applicant Qualifications:

- To apply for an **internship** program, you must be a **Media or Communications** undergraduate student OR a recent graduate starting the program within 12 months of graduation.
- To apply for a **trainee** program, you must hold a **Media or Communications** degree and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Advanced English communication skills required
- Excellent writing skills, detailed oriented, able to learn quick, self-motivated, multitasking
- Editor design skills is a PLUS

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title

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Council for Educational Travel, USA